



ASSOCIATION OF RECORDS EXECUTIVES & ADMINISTRATORS

P. O. BOX 4259, GRAND CENTRAL STATION, NEW YORK, NEW YORK 10017

April 21, 1969

Honorable Richard M. Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

We are pleased to announce the fifth in a series of annual awards for outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government. This year the Association of Records Executives and Administrators is again providing sponsorship for the awards program.

During the last four years Federal agencies have nominated 79 men and women for their paperwork management efforts. Each of these received National recognition; 24 were given special awards. This year the Association hopes that participation by Federal agencies will continue to grow. We sincerely believe that the awards program is a most important means for directing attention to one of management's most critical problems - paperwork.

STAT
Last year Mr. [] was your nominee. It was indeed gratifying that he should be singled out for his outstanding accomplishments. We know that you will want to have a nominee again this year.

Details concerning the awards are contained in the enclosure. Additional copies will be sent under separate cover to your personnel officer. We will be pleased to answer any questions you may have concerning the award.

Sincerely,

EDWARD N. JOHNSON
President

Enclosure

THE FIFTH ANNUAL
FEDERAL PAPERWORK MANAGEMENT AWARDS

PURPOSE

This is an annual award to one or more managers in the Federal Government. The purpose of the award is to recognize and stimulate outstanding leadership and professional excellence in promoting effective management of the Federal Government's paperwork.

SCOPE

"Paperwork" as envisioned by the awards program covers the totality of recording activities from creation, through arrangement and use, to final preservation or destruction. It covers every type of recording media, including paper, microfilm, and magnetic tape.

"Paperwork" is present in every office for it is the integral systems part of administrative support work, management information flow, and written communications. From the system comes the management effort to channel and control paperwork so that it contributes to the goals and objectives of the organization. Automation, in its many aspects, is a most important consideration in the scheme for managing paperwork. Because of the nature of Government, paperwork not only is present in internal operations, but involves industry and the public on many fronts.

NATURE OF AWARD

A walnut plaque, appropriately inscribed, will be given to each nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations must be submitted by July 15, 1969 to:

Awards Committee
Association of Records Executives and Administrators
Post Office Box 4259, Grand Central Station
New York, New York 10017

In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure. From the nominations received, the Association (AREA) will select those to receive awards.

NOMINATION FORMAT

Nominations should follow the pattern below. It is a guide, not a rigid format. However, all items that appear in the guide must be covered in the material supporting the nomination.

- A. Biographical Sketch of Nominee -- A brief statement is needed to relate the background, experience, and education of the nominee to the content and scope of his paperwork management accomplishments.
- B. Description of Accomplishment -- Describe in specific terms the work or contribution for which the nomination is being submitted. The period of time covered by the accomplishment is not specifically limited in years. However, the basis for the nomination should reflect current or relatively recent work rather than overall duties performed over a long period of years.

The description of the accomplishment should include:

- * Its objectives and significance;
 - * Methods used;
 - * Its relation to previous work attempted in this field -- if any;
 - * Names of any cooperating individuals, departments or agencies;
 - * Its impact: whether internal-agency, multi-agency, or government-wide. Also cover its impact outside the government, if applicable.
- C. Results -- Describe separately both achieved and anticipated results. Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.
 - D. Digest -- Describe briefly (four or five hundred words or less) the above accomplishment, its scope and results. This digest will be used in the official program. It should describe succinctly the highlights of the accomplishment, particularly the achieved or anticipated savings and results.

One (1) originally-signed nomination and three (3) copies are to be submitted.

DOCUMENTATION

Present the best possible case for your nominee. The material you supply will be used by AREA for judging and for publication. Therefore, it is important that the submission adequately describe the nominee's contribution to effective paperwork. Since there will be no time for follow-up between AREA and the agency, it follows that the nomination submission should be adequately documented. While good documentation is desired, the Association would also like to stress the importance of brevity in the presentation.

PRESENTATION

Awards will be presented at an Awards Presentation Luncheon, 12 noon, September 30, 1969, at the Washington Hilton Hotel, Connecticut Avenue at Columbia Road, N. W. Washington, D. C. AREA will host the awards ceremony; each person attending (other than award winners and official guests) will pay an entrance fee to defray cost of his lunch.